



# ***FINANCE COMMITTEE***

## ***CITY COUNCIL***

**MONDAY, DECEMBER 1, 2008**  
**CITY COUNCIL OFFICE**  
**4:00 p.m.**  
**AGENDA**

**Committee: J. Waltman, Chair, S. Fuhs, M. Baez**

### **COMMITTEE OF THE WHOLE**

- 1. Goggleworks – A. Mukerji** **4:00 p.m.**

**Resolution** – authorizing the Mayor to file an application for HRA funds/grant in the amount of \$500,000 dollars for the “Goggle Works Apartments” project and to execute any and all necessary documents and to carry out all procedures as required by the Commonwealth of Pennsylvania and/or the Department of Community and Economic Development (DCED) **(Solicitor)**

**Resolution** – authorizing the Mayor to file an amended application for “RACP” funds in the amount of \$8.25 million dollars (\$8,250,000.00) for the “Goggle Works Apartments” project and to execute any and all necessary documents and to carry out all procedures as required by the Commonwealth of Pennsylvania **(Solicitor)**

- 2. Funeral Home Parking – M. Feeney** **5:00 p.m.**

- 3. 2009 Budget Wrap Up** **6:00 p.m.**

- Administration Response
- Full Time Position Ordinance

- 4. Charter Amendment - Budget**

- 5. 2010 Budget & Long Term Planning**

- 6. Executive Session – PSLC litigation**

## RESOLUTION NO. \_\_\_\_\_

WHEREAS, the Pennsylvania Capital Facilities Debt Enabling Act authorizes funding for eligible economic development capital projects through the Redevelopment Assistance Capital Program ("RACP"); and

WHEREAS, the City of Reading has identified the acquisition and redevelopment of a certain area situate in the vicinity of Second and Washington Streets, Reading, Berks County, Pennsylvania, and known as the "Goggle Works Apartments" project, as eligible for such "RACP" assistance; and

WHEREAS, the "Goggle Works Apartments" project of Goggle Works Apartments, LLC, a subsidiary of Our City Reading, Inc., will provide employment opportunities, promote economic development in the City of Reading and have a regional, multi-jurisdictional impact therein; and

WHEREAS, on February 11, 2008, City Council enacted Resolution 14-2008 which authorized the Mayor to file an application for "RACP" funds in the amount of \$7.0 million dollars for the "Goggle Works Apartments" project; and

WHEREAS, the City of Reading desires to submit an amended application to increase the fund amount to \$8.5 million dollars (\$8,500,000.00).

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:

That the Mayor of the City of Reading is authorized to file an amended application for "RACP" funds in the amount of \$8.5 million dollars (\$8,500,000.00) for the "Goggle Works Apartments" project and to execute any and all necessary documents and to carry out all procedures as required by the Commonwealth of Pennsylvania.

Adopted by Council \_\_\_\_\_, 2008

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk

**RESOLUTION NO. \_\_\_\_\_**

WHEREAS, the Housing and Redevelopment Assistance (HRA) Program supports local initiatives that promote the growth and stability of neighborhoods and communities; and

WHEREAS, the City of Reading has identified the acquisition and redevelopment of a certain area situate in the vicinity of Second and Washington Streets, Reading, Berks County, Pennsylvania, and known as the “Goggle Works Apartments” project, as eligible for such HRA assistance; and

WHEREAS, the “Goggle Works Apartments” project of Goggle Works Apartments, LLC, a subsidiary of Our City Reading, Inc., will provide employment opportunities, promote economic development in the City of Reading and have a regional, multi-jurisdictional impact therein.

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:

That the Mayor of the City of Reading is authorized to file an application for HRA funds/grant in the amount of \$500,000 dollars for the “Goggle Works Apartments” project and to execute any and all necessary documents and to carry out all procedures as required by the Commonwealth of Pennsylvania and/or the Department of Community and Economic Development (DCED).

Adopted by Council \_\_\_\_\_, 2008

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk

**City of Reading  
Listing of Positions  
For the 2009 Operating Budget**

<i>Division</i>	<i>Position Title</i>	<i>2009 # of Employees</i>
<b>Mayor</b>	Administrative Assistant To The Mayor	1
	Executive Assistant To The Mayor	1
	Mayor	1
		<hr/> 3
<b>Managing Director</b>	Managing Director	1
	Executive Secretary/ Admin Aide	1
		<hr/> 2
<b>Call Center</b>	Call Center Manager	1
	Customer Service Representatives	3
		<hr/> 4
<b>Neighborhood Development</b>	Neighborhood Development Manager	0
		<hr/> 0
<b>Human Relations Commission</b>	HRC Director	1
	HRC Clerks	2
	Secretary	1
		<hr/> 4
<b>City Auditor</b>	City Auditor	1
	Auditing Coordinator	1
		<hr/> 2
<b>City Council</b>	Council President	1
	Council Member	6
	Assistant City Clerk	1
	Administrative Assistant	1
	City Clerk	1
		<hr/> 10
<b>Treasurer</b>	Clerk Typist II	3
	Chief Clerk	1
		<hr/> 4
<b>Finance Director</b>	Confidential Secretary	1
	Finance Director	1

	Grant Writer	1
	Floater - Finance	1
		<hr/> 4
<b>Purchasing</b>		
	Purchasing Coordinator	1
		<hr/> 1
<b>Accounting</b>		
	Accounting & Treasury Manager	1
	Accountant	1
	Pension Administrator	1
	Revenue Accountant	1
	Accounting Clerk	1
		<hr/> 5
<b>Tax Administration</b>		
	Budget/Tax Manager	1
	Tax Supervisor	1
	Tax Examiner	1
	EIT Analyst	1
	Tax Specialist	1
	Accounts Coordinator	1
	Secretary	1
	Delinquent Tax Collector	1
	Tax Clerk I	2
	Tax Clerk II	3
	Clerk Typist II	1
		<hr/> 14
<b>Information Technology</b>		
	GIS Analyst - Sewer	0
	GIS Coordinator	1
	Application Specialist	1
	Network Analyst	1
	Developer	1
	Web Developer	1
	System Support Analyst	1
	IT Manager	1
	Lead Developer	1
		<hr/> 8
<b>HR-Personnel/Pension</b>		
	Payroll Clerk	1
	HR Floater	1
	Light Duty Position	1
	Diversity and Information Officer	1
	Human Resources Director	1
	Human Resources Supervisor	1
	Human Resources Coordinator	0

	Human Resources Coordinator - Pension	0
	Human Resources Coordinator - Benefits	1
		<hr/> 7
<b>Mailroom</b>		
	Mailroom Clerk	1
		<hr/> 1
<b>Solicitor</b>		
	Solicitor	1
	Confidential Secretary	1
	Executive Secretary/ Admin	
	Aide/Paralegal	1
	Legal Specialist	2
		<hr/> 5
<b>Public Works</b>		
	Confidential Secretary	1
	Public Works Director	1
		<hr/> 2
<b>Garage</b>		
	Maintenance Mechanic	7
	Maintenance Worker I/Parts Person	1
	Secretary	1
	Small Engine Repairperson	1
	Foreman	1
		<hr/> 11
<b>Engineering</b>		
	Traffic Planner	1
	Engineering Aide IV	1
	Engineering Aide III	1
	Secretary	1
		<hr/> 4
<b>Traffic Engineering</b>		
	Equipment Operator II	1
	Traffic Engineering Technician	1
	Maintenance Worker I/Signmaker	1
	Equipment Operator I	1
		<hr/> 4
<b>Highways</b>		
	Equipment Operator II	14
	Secretary	0
	Foreman	1
	Operations Division Manager	0
		<hr/> 15
<b>Parks</b>		
	Custodian II	1
	Equipment Operator II	2
	Equipment Operator III	3

	Foreman	2
	Maintenance Worker I	2
	Maintenance Worker II	2
	Maintenance Worker III	3
	Operations Division Manager	1
	Secretary	1
		<hr/>
		17
<b>Recreation</b>		
	Superintendent of Recreation	1
	Custodian III	0
	Secretary	0
	Recreation Supervisor	2
		<hr/>
		3
<b>Public Property</b>		
	Foreman	2
	Tradesman	5
		<hr/>
		7
<b>Police - Criminal Investigations</b>		
	Captain 3-3	1
	Criminal Investigator	26
	Lieutenant	1
	Police Officer	4
	Police Officer/FTO	0
	Court Liason	0
	Sergeant	7
		<hr/>
		39
<b>Police - Special Services</b>		
	Lead Clerk/Trainer	1
	Police Officer	1
	Police Officer/FTO	1
	Telecommunicator Supervisor	1
	Telecommunicator I	1
	Telecommunicator II	13
	Records Clerk	5
	Records Operations Supervisor	1
	TAC Officer	1
	Lieutenant	2
	Secretary - Police Academy	1
	Sergeant	3
	CCTV System Monitor	1
	Shift Supervisor	1
		<hr/>
		33
<b>Police - Patrol</b>		
	Captain	2
	Clerk Typist I	1
	Lieutenant	4

	Police Officer	127
	Police Officer/FTO	6
	Sergeant	18
		<hr/>
		158
<b>Police - Patrol PMI</b>		
	PMI Administrator	1
	Chief Clerk	1
	PMI Supervisor	3
	Health and Safety Clerks	3
	Health and Safety Inspectors	0
	Health Inspector II	0
	Property Maintenance Inspector	15
		<hr/>
		23
<b>Police - Administration</b>		
	Chief of Police	1
	Deputy Chief of Police	1
	Confidential Secretary	1
	Lieutenant	1
	Sergeant	1
	Inspector	1
		<hr/>
		6
<b>Fire Administration</b>		
	Clerk Typist II	1
	Administrative Officer	1
	Fire Chief	1
	First Deputy Chief	4
		<hr/>
		7
<b>Fire Bargaining Unit</b>		
	LT Fire Prevention Officer	2
	Fire Marshal	1
	Lt Fire Training Officer	1
		<hr/>
		4
<b>Fire Suppression</b>		
	Second Deputy Chief	4
	Firefighter IV	87
	Firefighter III	10
	Firefighter II	0
	Firefighter I	11
	LT Fire Suppression Officer	4
		<hr/>
		116
<b>Fire EMS</b>		
	Deputy Chief/EMS Mgr	1
	EMS Lieutenant	4
	Paramedic	20
	Transport Coordinator	1
	Wheelchair Van Driver	3
		<hr/>

		29
<b>CD Planning</b>		
	Planner I	0
	Planner III	1
		<hr/> 1
<b>CD - Zoning</b>		
	Zoning Technician	1
	Zoning Officer	1
		<hr/> 2
<b>CD - Trades</b>		
	Secretary	1
	Plumbing Inspector	1
	Building Inspector	1
	Electrical Inspector	1
	HVAC Inspector	1
		<hr/> 5
<b>CD - Administration</b>		
	CD Specialist II	1
	Property Improvement Division Manager	1
	Codes Administrator	0
	Zoning Administrator	1
	Zoning Deputy Administrator	0
	Building Official	1
		<hr/> 4
<b>CD - HUD</b>		
	CD Specialist II	0
	CD Specialist III	1
	CD/Hist Preserv Specialist	1
	Community Development Director	1
	Confidential Secretary	1
	Fiscal Officer	1
	Rehab Specialist	1
		<hr/> 6
<b>Library Administration</b>		
	Director of Libraries	1
	Assistant Director of Libraries	2
		<hr/> 3
<b>Library - Circulation</b>		
	Librarian I	1
	Librarian II	1
	Librarian III	1
	Library Technician II	3
	Library Technician III	4
		<hr/> 10
<b>Library - Reference</b>		

	Bookmobile Operator	1
	Head Custodian	1
	Librarian II	4
	Librarian III	1
	Librarian Tech II	1
	Maintenance Worker II	1
		<hr/>
		9
<b>Library - Children Services</b>		
	Librarian II	0
	Library Technician II	0
	Library Technician III	1
		<hr/>
		1
<b>Water Administration</b>		
	Foreman	1
	Customer Service Rep.	2
	GIS/CAD Technician	1
	Engineering Aide III	1
	Distribution Engineer	1
		<hr/>
		6
<b>Water Collection</b>		
	Equipment Operator I	1
	Equipment Operator II	1
	Equipment Operator III	1
	Foreman	1
	Maintenance Worker II	6
	Superintendent	1
		<hr/>
		11
<b>Water Purification</b>		
	Centrifuge Oper. I.	1
	Chemist	0
	Lab Technician	1
	Chief Operator	1
	Clerk Typist II	1
	Foreman	1
	Lab Supervisor/Bact.	1
	Maintenance Worker II	5
	Tradesman	1
	Water Plant Oper. I	0
	Water Plant Oper. II	4
		<hr/>
		16
<b>Water Distribution</b>		
	Equipment Operator II	3
	Field Investigator	3
	Foreman	3
	Foreman - Meter	1
	Foreman - Mechanic	0

	Foreman - Crew	1
	Foreman - Main Crew	2
	Foreman - Service Crew	2
	Maintenance Mechanic II	1
	Maintenance Worker II	9
	Maintenance Worker III	5
	Superindent	1
		<hr/>
		31
<b>Self - Insurance</b>		
	Risk and Safety Coordinator	1
	OCIP Coordinator	1
		<hr/>
		2
<b>Sanitary Sewers</b>		
	System Superintendent	1
	Foreman	2
	Equip Op II	15
	Maint Worker III	1
	Engineer Aide IV	0
	Engineer Aide III	1
		<hr/>
		20
<b>WWTP</b>		
	Maint Supv	1
	Belt Press Op I	3
	Cert Oper/Shift Sup	6
	Chemist	0
	Operations Supv	1
	Elec/Elect Field Eng	1
	Elec/Inst Tech	1
	Utilities Div Manager/Environ	1
	Utility Engineer	1
	Utility Clerk Typist	1
	Env Prog Coord	1
	Equip Op II	1
	Lab Supv	1
	Lab Tech	5
	Maint Worker II (Mech)	3
	Maint Worker III	4
	Pump Tender (Fritz Is)	4
	Secretary	1
	Serv Utility Person	7
	Sew Plant Op I (6th St.)	4
	Sew Plant Op I (Fritz Is)	2
	Sew Plant Op II (Fritz Is)	2
	Superintendent	1
	Tradesman (Elec)	2
		<hr/>
		54

## Recycling

Chief Clerk	0
Solid Waste Supervisor	1
Clerk Typist II	1
Solid Waste	
Coordinator/Environmental	1
	<hr/>
	3

*Number of Full Time Employees*

736

## CHARTER ARTICLE IX

### §904. Budget.

The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year in accordance with all generally accepted accounting principles and, except as required by this Charter, shall be in such form as the Mayor deems desirable or the Council may require. In organizing the budget, the Mayor shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity, and object. The budget shall contain, among other things, the following:

- A. It shall begin with a general summary of its contents.
- B. It shall show in detail all estimated income, indicating the existing and proposed tax levies, as well as other assessments, fees and charges.
- C. It shall show all proposed expenditures, including debt service, for the ensuing fiscal year.
- D. It shall show the number of proposed employees in every job classification.
- E. It shall be so arranged as to show comparative figures for actual and estimated income and expenditures for the current fiscal year and actual income and expenditures of the preceding 4 fiscal years.
- F. It shall indicate proposed expenditures during the ensuing fiscal year, detailed by offices, departments and agencies, in terms of their respective work programs and the methods of financing such expenditures.
- G. It shall indicate proposed capital expenditures during the ensuing fiscal year, detailed by offices, departments and agencies when practicable, and the proposed method of financing each such capital expenditure. The Mayor will include this separate capital program section in the annual budget and submit to Council with appropriate supporting information as to the necessity for such programs.
- H. It shall indicate anticipated net surplus or deficit for the ensuing fiscal year of each utility owned or operated by the City and the proposed method of its disposition; subsidiary budgets for each such utility giving detailed income and expenditure

information shall be attached as appendices to the budget.

The total of proposed expenditures shall not exceed the total of estimated income.

*(Charter, 11/3/1993, §904)*

**§905. City Council Action on Budget.**

1. **Notice and Hearing.** Council shall publish in one or more newspapers of general circulation in the City the general summary of the budget with a notice stating:

A. The times and places where copies of the budget message and budget document are available for inspection by the public.

B. The time, place and date, not less than 15 days or more than 30 days after such publication, for a public hearing on the budget. The public hearing shall not be on the date of a regular Council meeting.

C. The proposed budget shall be available for public inspection at City Hall and copies shall be available for the public at a reasonable fee to be set by the Council.

2. **Amendment Before Adoption.**

A. After the public hearing, the City Council may adopt the budget, with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs, or amounts, except expenditures required by law or for debt service or for an estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than total estimated income and thereby allowing for line item changes by the City Council.

B. If the amended budget increases, decreases or readjusts funding requirements by more than 5%, or adds or deletes a program, the Budget shall be returned to the Mayor immediately for comment and resubmission to the Council within 3 normal City work days.

C. Council shall provide for another public hearing to be held within 5 days after the Mayor has resubmitted the Budget.

3. **Adoption.** Council must adopt an annual budget by no later than December 15 of the fiscal year currently ending. If Council fails to adopt a budget by December 15 then the Mayor's original proposed balanced budget shall become the official budget of the City for the ensuing fiscal year.

*(Charter, 11/3/1993, §905)*

**§906. Revised Budget.**

Notwithstanding any other provisions of this Article, when the fiscal year of the City is the calendar year, in any year following a municipal election year the Council may, within 45 days after the start of the fiscal year, revise the budget and tax levies adopted by the previous Council. The procedures for adopting a revised budget shall be in accordance with §905 within the time periods adjusted to 45 days after the start of the fiscal year.

Ordinances adopting a revised budget shall be effective as of the start of the fiscal year and shall rescind and replace the budget ordinance of the previous Council. It is the intent of this Charter that a new Council, in the year following a municipal election, shall have the power to revise the budget and tax levies adopted by the previous Council.

*(Charter, 11/3/1993, §906)*

**§907. Appropriation and Revenue Ordinance.**

For 1996, this Charter shall provide for collection of income from real estate taxes which, in total amount, does not exceed 105% of the real estate tax income actually collected by the City during 1995. For those years following 1996, it shall provide for collection of income from real estate taxes which, in total amount, does not exceed 105% of the real estate tax income actually collected in the previous year. Any collection of income from the real estate tax by the City in excess of the amounts allowed by this section shall not be expended but shall be retained for use in the subsequent year and be used in the next year subsequent to reduce the amount of income needed by the City in said subsequent year. With the approval of the Court of Common Pleas, upon good cause shown, or by referendum or Charter review, the City may increase the amount of income collected, notwithstanding the provisions of this Section. (*Charter, 11/3/1993, §907*)

**§908. Amendment After Adoption.**

1. Emergency appropriations may be made by the Council to meet a public emergency posing a sudden, clear and present danger to life or property. Such appropriations may be made by emergency ordinance in accordance with the provisions of §220 of this Charter.
  2. Supplemental appropriations may be made by the Council by ordinance upon certification by the Mayor that there are available for appropriate revenues in excess of those estimated in the budget.
  3. Transfer of appropriations may be made in accordance with provision of the Administrative Code [Chapter 1, Part 1].
- (*Charter, 11/3/1993, §908*)